



POLICE RECRUIT 2015 General Information Packet



MINIMUM REQUIREMENTS:

- Twenty years of age or older at time of filing;
- U.S. High school graduate or G.E.D. equivalency;
- Valid driver's license;
- U.S. Citizenship or have applied for citizenship. Citizenship must be granted within three years of appointment (1031.5 Government Code);
- No felony convictions. You must not have been convicted of any crime punishable by imprisonment in any penitentiary;
- Vision must be correctable to 20/20. You must have normal color vision and hearing;
- Ability to make sound decisions, read, comprehend and retain technical training material; endure periods of strenuous physical activity requiring good balance, coordination, flexibility, endurance and strength;

AND

- Possess good observation, writing, communication and human relation skills.
- Be compassionate, culturally sensitive, non-discriminatory to a diverse population;
- Possess good leadership and public service qualities;
- Ability to exercise tact using excellent interpersonal skills, solve problems, and demonstrate good mediation skills during highly confrontational situations.

COMPENSATION AND BENEFITS

Starting Salary: \$30.54 per hour while in the academy

- Full pay while attending the 40 hour per week basic academy
- Comprehensive benefits package
- Retirement – 2.7% at 57 (PERS)
- 4/40 work schedule once graduated from the academy
- Pay incentives for education – AA, BA/BS, MA/MS degrees
- Variety of assignments (K-9, SWAT, Motors, Narcotics, etc)
- Excellent promotional opportunities

DESIRABLE QUALIFICATIONS: Recent college coursework in related fields. Bilingual language ability (Spanish, Khmer, or Tagalog) is desirable for some positions.

LONG BEACH POLICE DEPARTMENT DRUG POLICY

The Long Beach Police Department hiring standard concerning drug usage is as follows:

- **Marijuana** - any use of marijuana in the last **two-years** will result in disqualification from the current hiring process. This is not a life time disqualification; just until a two-year period of no marijuana use has passed
- **Other illegal drug use** (other than marijuana or hard drugs listed below) in the last **three-years** will result in disqualification from the current hiring process. This is not a life-time disqualification; just until a three-year period of no illegal drug use has passed.
- Any use of **hallucinogenic drugs (PCP, LSD, mushrooms, etc.)**, illegal **intravenous drugs** (heroin, methamphetamine, etc.), or **bath-salts** is an automatic disqualification from this process. This is a **life-time** ban.

All other drug use will be assessed on a case-by-case basis and a determination will be made based on the applicant's overall qualifications.

INFORMATION ABOUT BODY MODIFICATION

Be advised that no tattoos may be visible while wearing the Police Recruit uniform (this includes during the training period); any forearm tattoos must be at least 1.5 inches up from the natural line of the wrist so they cannot be seen while wearing a long sleeved uniform. No neck, face, head, or mouth tattoos are permitted; tattoos depicting subversive, racist, hateful, illegal or other unacceptable pictures or messages are not permitted. Additionally, no intentional body modifications (scarifications, enlarged piercings, implanted objects, etc) are permitted to be visible while in uniform. Body modification that is not visible while in uniform will be decided on a case-by-case basis. Removal of any tattoos that are in violation of the Department Tattoo policy, must be completed prior to the applicant attending their orientation date.

GENERAL INFORMATION: The Police Recruit testing and hiring process will include two (2) phases: 1) Application Packet & Written Examination; 2) Police Review and Selection Process.

CIVIL SERVICE DEPARTMENT TESTING PROCESS - PHASE I

The online application and examination process is conducted by the Civil Service Department. The application process consists of a review of your application packet for minimum qualifications. If you meet the minimum qualifications, you will be invited to participate in the written examination.

Applications – Online applications will be available beginning 7:30 a.m., **Friday, April 17, 2015**. [CLICK HERE](#)

The administration of the Police Recruit written examination will be conducted by the National Testing Network (NTN) Law Enforcement Test titled **FrontLine National**; however, this does not apply to individuals who have obtained a **PELLETB POST Waiver** with a T-Score of 45 or above.

Be advised that **FrontLine National** testing must be completed through NTN; completion of the FrontLine National examination is required by all candidates. Be advised that a fee is required to take the FrontLine National examination; limited fee waivers may be available through the City of Long Beach, **on a first come, first served basis. Proof of financial need is required.**

Civil Service staff will provide candidates with specific testing information **after** they file an online application.

Applicants placed on the Civil Service Eligible List will receive a certified letter of invitation to attend the Police Recruit Orientation held at the Long Beach Police Academy. This marks the beginning of the evaluation process by the Police Department.

POLICE REVIEW AND SELECTION PROCESS - PHASE II

ORIENTATION & PHYSICAL ABILITY TESTING

The second phase is conducted by the Long Beach Police Department. It begins with a mandatory orientation, which includes a process overview, pre-employment background questionnaire and a Physical Ability Test (PAT)

Physician Ability Test (PAT) - The [Physical Ability Test](#) (PAT) requires that the candidate perform the following:

- Run 300 feet; scale a six foot solid wall; negotiate a 16 foot balance beam; run another 300 feet; and drag a 165-pound dummy 50 feet. The entire course must be completed within 2 minutes and 30 seconds. ***Applicants who do not complete the run in less than 17 minutes will be automatically disqualified.***

Applicants unable to complete the PAT will be provided with an opportunity to retake the test within one week. Practice sessions may be available with the Academy Staff prior to the orientation.

Do not wait until you are in the testing process to begin a physical fitness program.

The PAT is a pass/fail event. After the PAT, candidates are required to participate in additional physical assessment events. These events will help assess each candidate's physical fitness readiness to participate in the Long Beach Police Academy Physical Training Program.

- Take a grip strength test.
- Trigger Pull – Must pull the trigger of a revolver six times, single-handed, with both right and left hand.
- Perform as many push-ups as able up to 40.
- A timed one and a half mile run on a flat, out and back course.

At the successful conclusion of the orientation, applicants will be scheduled for the next steps in the selection process.

BACKGROUND INVESTIGATION

Candidates successfully completing the required Physical Ability Test will advance to a thorough background Investigation, which includes; background assessment interviews, polygraph examination, and psychological evaluation. Results are forwarded to the Police Department's Selection Committee for final selection and medical examination.

Background Assessment Interview

The Background Assessment Interview (BAI) is conducted by Background Investigators. The investigators review the applicant's Personal History Statement (PHS) as well as all other required documents prior to the interview. Applicants are given an opportunity to explain areas of concern and it is expected that applicants will be candid and honest with their investigators during this interview and at all stages of the selection process. All information gathered during the BAI will be checked and verified during other stages of the background investigation.

Background Investigation

The Long Beach Police Department conducts an extensive and comprehensive background investigation on police recruit applicants in compliance with the California Commission on Peace Officer Standards and Training (POST). Applicants will take a polygraph and have a fingerprint examination done. The polygraph examiner and background investigation will make inquiries into areas including, but not limited to, illegal activity, recent or prolonged involvement with illegal drugs and other possible unlawful behavior. Other areas that will be investigated include:

- Personal: Name, aliases, birth date, social security number, tattoos, citizenship, etc. Relatives and acquaintances will be contacted regarding your suitability to be a police officer
- Education: High School, college, trade school, and any other sources of diplomas, certificates and degrees received, or in progress, will be verified through sealed official transcripts
- Residences: Residences for the last 10 years will be verified
- Employment: All employment history, including part time and voluntary jobs, will be verified and inquiries will be made with current and past employers and co-workers
- Military Service: Registration with the Selection Service System will be verified. Military Service Records will be evaluated, if applicable
- Financial: Inquiries relative to responsibility, dependability, maturity, and liability as these related to meeting financial obligations will be evaluated. You will be required to submit a sealed Experian® Credit Profile as part of your required documentation
- Legal: Criminal inquiries will be made at the local, state, national, and if necessary, international level. Investigation will be made into all possible and actual criminal conduct. Arrests and convictions will be evaluated on a case by case basis (a misdemeanor conviction in and of itself is not necessarily a disqualifying factor)
- Motor Vehicle Operation: Behavior as it relates to driving ability and judgment will be reviewed, as well as, verification of required automobile insurance.

Oral Interview

The oral interview panel consists of one Long Beach Police Officer and one community member. Several structured questions will be posed to each applicant. The questions are designed to evaluate the applicant's knowledge of relevant topics and assess their communication skills. The better prepared applicant will have a good working knowledge of the City of Long Beach, its rich diversity, and the many events and attractions that make Long Beach great.

Selection Standards

POST sets the minimum standards for peace officers in the State of California. POST guidelines provide following five (5) major categories that we consider during the hiring process:

- Moral Character: Integrity, Impulse Control/Attention to Safety, Substance Abuse and Other Risk Taking Behavior
- Handling Stress and Adversity: Stress Tolerance as well as Confronting and Overcoming Problems, Obstacles, and Adversity
- Work Habits: Conscientiousness, Dependability, and Attention to Detail
- Interactions with Others: Interpersonal Skills and Teamwork

Intellectually-Based Abilities: Decision Making and Judgment, Learning Ability, and Communication Skills

Selection Committee

Applicants who complete all aspects of the background investigation phase of the hiring process are presented for selection to the Selection Committee of the Long Beach Police Department.

For other job opportunities with the City of Long Beach, please visit www.longbeach.gov/civilservice.

PRE-EMPLOYMENT PSYCHOLOGICAL SCREENING

Candidates will be required to pass a psychological screening designed specifically for the position of Police Recruit.

An Equal Opportunity Employer